

Platicamos

Northern New Mexico Chapter - ARMA

President's Message - Barb Ricci

Happy New Year! As we begin 2002 what better time to look forward and remember some simple but quality steps that can keep us focused throughout this upcoming year. As an advocate of the Stephen Covey philosophy, I keep a small reminder of "The 7 Habits of Highly Effective People" taped to my computer. For a number of reasons, since I spend much of my work time in front of this piece of equipment it allows me the opportunity to reflect on these seven habits at a glance as they remind me of what is important to live a happy, productive and healthy life. Let me share them with you and if you think they will assist, then cut this out and place these simple steps on your computer or in that special place you look at daily, they may remind you of what is important during those busy and hectic days!

Seven Habits of Highly Effective People~Stephen R. Covey~

1. **Be Proactive** ~ Make Responsible Choices
2. **Begin with the End in Mind** ~ FOCUS
3. **Put First Things First** ~ BALANCE and INTEGRITY
4. **Think Win-Win** ~ Mutual Benefit, everyone can win if you share in the reward
5. **Seek First to Understand, than to be Understood** ~ Diagnosis then prescribe
6. **Synergize** ~ The whole is greater > than the sum of its parts, teamwork
7. **Sharpen the Saw** ~ Never stop learning, production, capability

If you have never read this book, take some time this year and learn how these principle-centered habits can be used both at work and at home. These simple habits will guide your relationships with others and give you a better understanding of how to deal with daily challenges that you can turn into an opportunity.



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During December the Newsletter/COTY/Website Committee met to discuss the new design for the Chapter's newsletter, ideas for early prep in the COTY and to view our new website, designed by Theresa G. Connaughton. I want to thank both members, Theresa Connaughton and Ana Martinez for their innovative and creative efforts in their formatting, design and dissemination of information. Through the efforts of these two members they gather the new information about our Chapter and provide the opportunity for all our membership to view, read and enjoy. Visit our new Chapter web site at www.lanl.gov/nmmarma and let us know what you think. Also, let us also know what you think of our new design for our newsletter. I am sure you will agree that they have both done a great job. Please join me in saying thank you to both Theresa and Ana for showcasing our Chapter.

In retrospect, 2001 was a great year for our Chapter. We successfully earned the Chapter of the Year (COTY), earned Honorable Mention for our newsletter *Platicamos* and we grew our Chapter from a very small chapter to a medium sized chapter. In other words we worked hard to accomplish our goals and succeed beyond our hopes. As we closed 2001, we celebrated with our annual Christmas Social at Anthony's at the Delta. What a lovely evening. Everyone had a great time, enjoyed a beautiful dinner and most importantly the great company. More than a third of our membership attended as we all marveled in all those Christmas lights and decorations that adorn the restaurant during this season. Thanks to those who attended, it was great to meet our member's guest and see that they too enjoyed themselves.

I would like to take this time to personally thank all our members for your support, guidance, expertise, encouragement, participation and your membership. It is through this that ARMA exists. I wish you a peaceful and rewarding new year, for you at home, work and as a member of this great Chapter.

God Bless and Happy New Year!!!

What's Inside

President's Message	El Camino Real, Our Own National Historic Trail
Governor's Career Development Conference	CRM Corner

January AGENDA
Membership Meeting
11:30 - 1:30 p.m.
IMAGIC Business Solutions
Española, N.M.

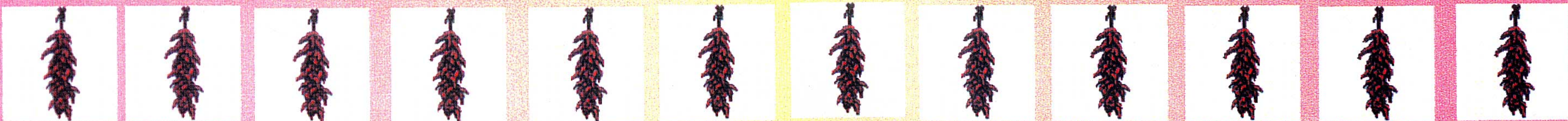
1. Call to Order
2. Roll Call
3. Determination of Quorum
4. Recognition of Guests and New Members
5. Adoption of Agenda
6. Approval of Membership Meeting Minutes
 - a. November
7. Acceptance of Reports
 - a. Treasurer's Report (Barb Taylor)
 - b. Ristra Rewards (Theresa Garcia)
 - c. Newsletter/Coty (Ana Martinez or Barb Ricci)
8. Unfinished Business
 - a. Governor's Conference Results (Lucille Sisneros)
 - b. Christmas Social Recap (Liddie Martinez)
 - c. Charity Book Drive Recap (Dolores Salazar)

Donation Request - Stephanie Trott

- d. Display Board (Sherrie Guthrie)
- e. Surfing our New Website (Theresa Connaughton)
- f. Semi-annual Audit (Ernest Maestas)
- g. Other

9. New Business
 - a. Introduce SIMM (Barb Ricci)
 - b. COTY Prep (Barb Ricci)
 - c. Spring Seminar & Workshops (Sherrie Guthrie)
 - d. Other
10. Presentation:
 - a. National Historic Trail & Photo Exhibit – Liddie Martinez
(Past President Camino Real Committee)
11. Announcements
 - a. Next Scheduled Meetings
 - i. Board Meeting- February 7, 2002. (All membership is invited) Espanola – 11:30-1:30 pm at IMAGIC Business Solutions, 411 S. Santa Clara Bridge Rd, Espanola 747-4177
 - ii. February 21, 2002. Los Alamos, PTLA Training Center.
Presenter: Archivist ~ Rebecca Colinsworth from the Los Alamos Historical Society. Topic: Preservation of Historical Information.

12. Adjournment



Updates & Announcements

ARMA Members: Your Vote Counts!

Ballots for voting for this year's officer/director candidates deadline is January 15, 2002. Be an active participant in your association and return your ballot to ARMA International, % Mayer Hoffman McCann L.C., 420 Nichols Road, Kansas City, MO 64112.

LET YOUR VOICE BE HEARD

ARMA Rio Grande 2001 Fall Seminar

Managing Electronic Records

March 21-22nd, 2002 -- 8 AM -- 4:30 PM

!Traditions! A Festival Marketplace

(I-25 at Exit 257 -- midway between Albuquerque & Santa Fe)

Nationally Known Speakers... Important & Timely Topic

Networking with Records Management Professionals

Records Management Solutions Professional Development

Questions: Registrar Brenda Jensen (505) 844-5316

Look for business advertisements in the next issue of "Platicamos". Businesses interested in placing an ad in our Newsletter please contact Ana Martinez anam@lanl.gov

Are you a RIM professional? Are you thinking about applying to become a CRM? Are you already studying for the CRM? Have you taken some parts of the CRM examination and are ready to take a few more? Have you passed the first five parts and are now ready to take Part 6? Are you already CRM and need some additional maintenance credits? If your answer is Yes to any of these questions, please plan on being in Oklahoma City on Wednesday, February 20 and Thursday, February 21, 2002. Contact Kathleen Dedig at dedigke@oge.com or Gail Foster at mary.foster@okdhs.org for more details.

Northern New Mexico Chapter -ARMA Web Page now available. Please visit the web site at: www.lanl.gov/nnmarma. Please send any feedback or suggestions you may have to tgc@lanl.gov or anam@lanl.gov

COTY Submittal Dates Revised

6/20/2002	COTY Submission Due to Region Manager
6/20/2002	Narrative and exhibits due to Region Manager
6/30/2002	Region manager replies to the chapter and forwards the originals to HQ (must be postmarked by June 30).
7/10/2002	Submitting chapters must forward 8 copies of the narrative to HQ, (must show postmark no later than July 10)

Our chapter President, Barb Ricci, has personally requested that everyone get involved early in this year. There is a meeting scheduled for Jan 17, immediately following our regular membership meeting in Espanola. The purpose of this meeting is so we can game plan our COTY submission. LET'S MAKE THIS ANOTHER SUCCESS!!!

Governor's Career Development Conference

Conference - Lucille Sisneros

The Northern New Mexico ARMA Chapter participated at the Governor's Career Development Conference - December 5, and 6, 2001 at the Albuquerque Convention Center through an ARMA informational exhibit booth. This year, more than 1,700 participants attended the conference from state, county, municipal, federal and tribal governments, schools and the private sector.

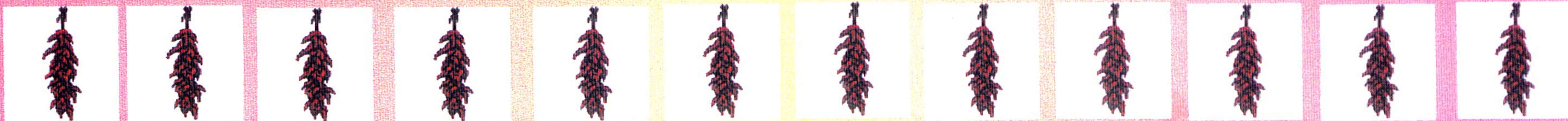
This event provided an excellent avenue to market the Chapter to other professionals. Volunteer Chapter members had the opportunity to tell others about the Chapter goals, objectives and the Records Information Management (RIM) profession.

Conference attendees were given the privilege of submitting an entry form for prizes offered by the Chapter. Congratulations to the lucky winners: 1st place Diane Hernandez (large gift basket), Santa Fe, NM, 2nd place Leonard Chavez (large pasta basket), Moriarty, NM, and 3rd Place Louella Sandoval (Chocolate Tower), Espanola, NM.

The Chapter would like to thank all members who volunteered and made time from their busy schedules to set-up and man the booth.



Conference attendee signs up for the big prizes to be given away by the chapter.



Chapter Committees and Chairs

- ◆ Budget Committee
 - ◆ Audit Committee
 - ◆ Membership Committee
 - ◆ Program/Education Committee
 - ◆ Awards/Rista Rewards Committee
 - ◆ Newsletter/Historian/Yearbook
Coty Committee
 - ◆ Nominations Committee
 - ◆ Project ELF Committee
 - ◆ Library/CRM Liaison Committee
 - ◆ Seminar/Publicity Committee
- 8 / Barbara Taylor
Ernest Maestas
Stacey McCall
and Jerrold Ortega
Liddie Martinez
Teresa Garcia
Barbara Ricci and
Ana Martinez
Karen Kreutzer
Dolores Salazar
5 / Sherry Guthrie and
Leslie Monslave-Jones
Sherry Guthrie and
Theresa Connaughton

**Anyone interested in helping in any of these committees please
Contact the Chairperson listed.**

Chapter Calendar of Events

- 1/17/2002 IMAGIC Camino Real Committee
Nat'l Historic Trail & Photo Exhibit
- 2/21/200 Society PTLA Training Center Los Alamos Historical
Preservation of Historical Info
- 3/21/2002 NM State Library State Library
How to use FIND IT Database &
Tour by Robert Upton
- 4/18/2002 IMAGIC Fish & Wildlife Service
Documentation-From Field Study to
Protected Species
- 5/16/2002 PTLA Training Center Aristotle Digital Imatging
Digital Imaging

*"It's the constant and determined effort that
breaks down all resistance and sweeps away
all obstacles."*

- Claude M. Bristol

CRM CORNER - 2002

(By Sherry L. Guthrie, CRM)

Hooray. We now have four candidates who have announced they are submitting paperwork to take some or all of the first five modules of the CRM exam this coming May. They are: Grace Sossa-Yates (WIPP project in Carlesbad), Liz Jenkins (ECMC in Santa Fe), Albert Montoya (LANL in Los Alamos) and Dorothy Montoya (LANL in Los Alamos).

The deadline to get the paperwork in was January 1, 2002.

It will take from 30 to 60 days for each candidate to find out if they are approved to sit for the exams. This requires the right combination of education and experience in Records Management and we are quite confident they will be accepted. After acceptance, each candidate chooses where they would like to take the exams. There are already two approved sites in the state: Sandia Labs in ABQ and PTLA in Los Alamos. However, exams are administered at any location at which a qualified proctor can be identified.

The next exam cycle will be as follows:

Deadline for Application July 1, 2002

Exam Dates: November 7-8, 2002

If you wish any more information on the CRM process, please don't hesitate to give me a call at 667-7884.

Want to know the answer to the sample question last month from Part 4 of the CRM exam? First, the question again:

Vital records are usually protected by:

- a) Use of remote location storage sites.
- b) Dispersal of duplicate copies to a branch office.
- c) Reliance on government reporting procedures.
- d) Vaulting the records.
- e) A combination of a, b, & d.

And the answer is - - - - -

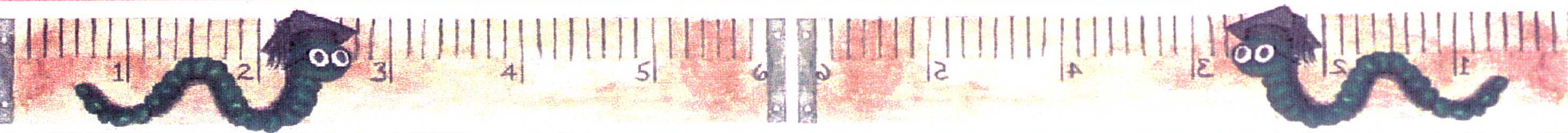
"e" A combination of a, b, & d.

We'll include another sample question in next month's newsletter.

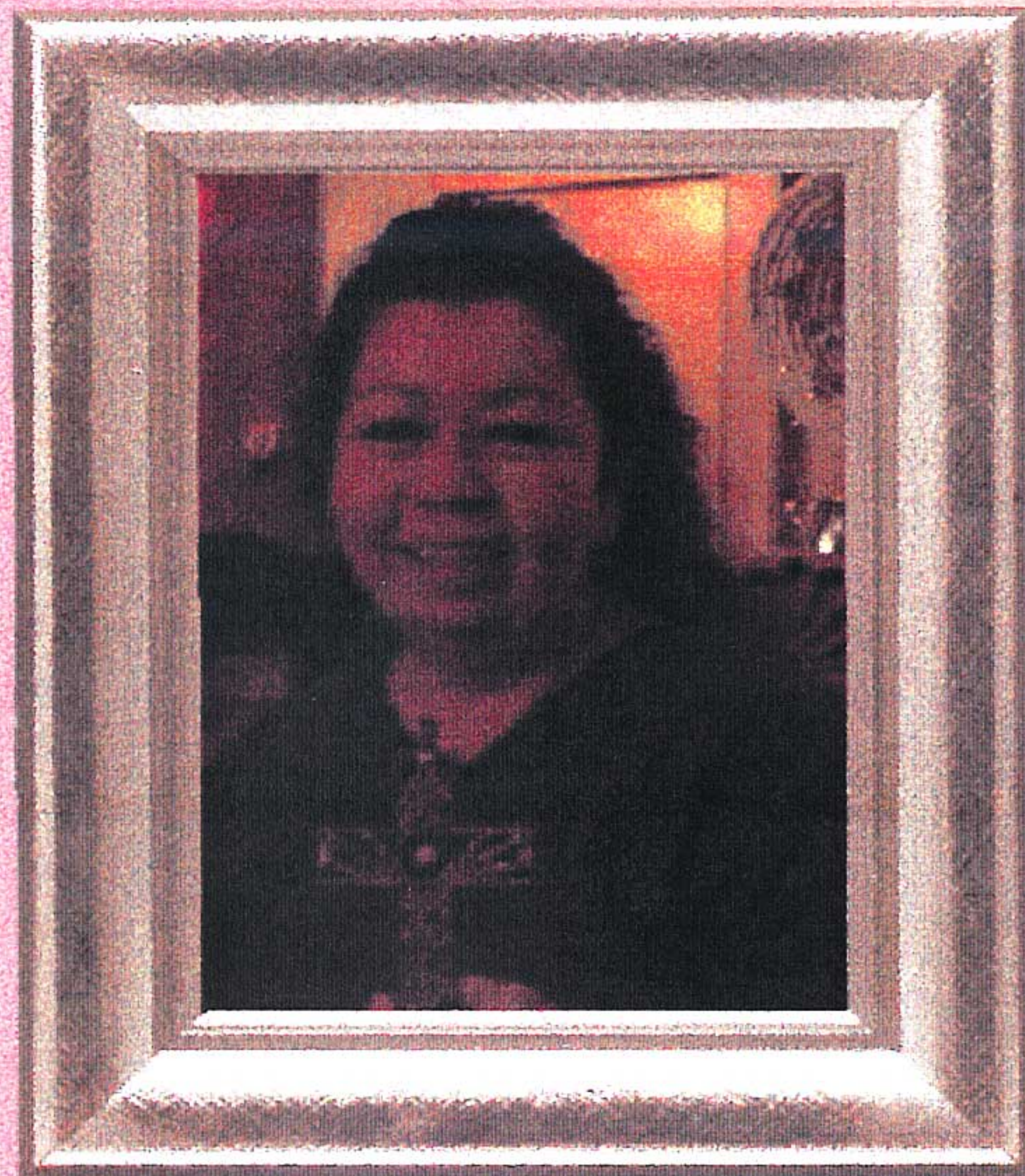
Sherry Guthrie, CRM

Protection Technology Los Alamos

505-667-7884



Anthony's at the Delta Christmas Dinner - 2002



*Diane Vigil - Shows off
her door prize at the
annual Christmas dinner.
VERY NICE!!*



*Karen Kreutzer - chooses
ANOTHER ornament
during the Elephant
Ornament exchange. Hope
you got to keep this one
Karen.*

*Christmas Dinner a
Huge Success! Fun
and Festive! Don't
miss out next year!*



*Dolores Salazar and and
the rest of the group wait
to hear if they are winners
of the next door prize.*

Chapter Officers

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Mission Statement

"To Advance and Promote Records and Information Management (RIM) by sharing professional knowledge and exchange experience and information."



"We thought it would add a nice touch to our late report."



El Camino Real, Our Own National Historic

Trail

- Liddie Martinez

Happy New Year Everyone! Thanks to those of you who were able to participate in the Annual Holiday Social in December at Anthony's at the Delta. We had a wonderful time getting to know our fellow NNM ARMA Chapter members and their guests while we enjoyed great food, festive décor and a fun-filled White Elephant Ornament Exchange.

Many of you may remember the special tour we had back in August at the Intermountain Region Support Office of the National Park Service in Santa Fe. It was a special opportunity to find out about those unique historical documents critical to the preservation and interpretation of our New Mexican history and culture. Well, El Camino Real de Tierra Adentro is one of the most recent additions to the National Historic Trail System in the United States and it happens to be almost entirely in New Mexico on the U.S. side of the border.

We have a special Camino Real presentation scheduled for our January 17th membership meeting hosted by IMAGIC Business Solutions in Espanola. Ms. Liddie Martinez, Past President of the International Executive Committee of El Camino Real and fellow NNM ARMA member will provide us with a brief history of the documentation process required for congress to designate a National Historic Trail and the current status of the pending Camino Real Management Plan and the impact the trail will have on our communities. Ms. Martinez is the Community & Economic Development Director of Day & Zimmermann Protection Technology (PTLA) and IMAGIC Business Solutions. She is responsible for the development,

implementation and reporting of all programs and initiatives managed under the division to include: Educational Scholarship Programs, Workforce Development, Corporate Citizenship, Resource Sharing, New Business Development, Job Creation, Northern New Mexico Purchasing Program, Key Leader Volunteer Program and Public Relations. Senator Bingaman appointed her to the Camino Real Executive Committee in 1996. Since that time, Ms. Martinez has assisted in the development of a bi-national collaboration with the Institute of Anthropology & History in Mexico resulting in eight annual bilingual symposiums held in both Mexico and the United States to document the history, culture, traditions, language, music and customs of El Camino Real.

Following the overview of the National Historic Trails designation, the membership will view the Camino Real Photographic Exhibit currently on display at IMAGIC Business Solutions.

We will be meeting at IMAGIC Business Solutions for the January membership meeting. Please remember, this membership meeting is a brown bag meeting, so bring your lunch. This promises to be a very interesting presentation and exhibit. We hope to see you there!